

District Board Meeting  
 April 14, 2009  
 3:00 PM



**Minutes**

Attendance:

Board: Marie Glenn, Leslie Weigand, Susan Stovall, Stephen Hillis, Cathy Luther

Staff: Sally Beesley, Patrick Goodman

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/Action</b>
1. Call to order	Luther called the meeting to order at 3:08 PM.	
2. Public Comment	There was no public comment.	
3. Approve minutes 3.10.09	One typo was corrected and format suggestions were made. Oct. 11, 2005 was added to the paragraph concerning vacation benefits. Hillis suggested that the HSA amount be labeled as “projected.” The board agreed that they would like to receive the edited minutes three (3) days after the board meeting. It was clarified that Director’s Report be added to the end of the minutes. The minutes from the Mar. 10th regular board meeting were accepted as amended (not including Director’s report). (Hillis/Weigand).	Beesley – make corrections, re-send to board, post on website
4. Additions to the Agenda	Director report was added under ex. Lim.	
5. Financial review	After a discussion about the clarification between building maintenance and building repairs, Beesley stated that the two would be combined in the proposed budget.	
<b>UNFINISHED BUSINESS</b>		
<b>Executive Limitations</b>		
1. Preliminary budget	Beesley related that \$24,797 would still be unspent at the end of the library’s fiscal year, and opened the floor as to where the moneys should be moved. Stovall proposed that the moneys go into the purchasing of new books for the library. Weigand challenged whether or not all the moneys should go into books. Goodman clarified that, although necessary to the library to keep its collections new and fresh, any step to update the collections	Beesley will prepare final budget with Knobel that include these changes

	<p>would take a concentrated weeding effort in order to make room for any major new acquisitions.</p> <p>Beesley moved the discussion to the possibility that moneys be used to purchase new furnaces and thermostats for the library and the annex, with the library being the primary focus. Beesley proposed that \$6,200 be placed into building and repair maintenance for the furnaces. Hillis proposed \$7,500 in order to cover any possible connection problems, which would move the total to \$9,500 (by adding onto the initial \$2,000 already apportioned)</p> <p>Beesley next moved the discussion to the construction of a new computer area layout, in order to better accommodate the new library computers, as well as consolidate space.</p> <p>Beesley next moved the discussion to the creation of a “vehicle replacement fund.” Several opinions were shared, including the eventual purchase of an electric car. Weigand disagreed with the idea. Hillis agreed, but voiced concern over rising prices for general repairs. \$1,200 extra was agreed upon to be placed in the library vehicle repair account, with an extra \$2,000 maximum increase for the next fiscal year.</p> <p>Luther moved that remaining annual funds should be put to employee salaries. Weigand objected that the employee salary debate had already been had, and that the debate should not be re-opened.</p> <p>Stovall contended that remaining moneys might be moved to the creation of employee bonuses, which lead to a general discussion over how the bonuses would first be decided upon, and then how would then be portioned out. Hillis voiced concern that the creation of an employee bonus would be viewed by the staff as an annual tradition, rather than a year to year discretionary decision.</p>	
<b>Governance</b>		
1. Election of board members	Anita Goodwin will be on the ballot for the vacant library board member seat. Weigand proposed that Goodwin be invited to the next meeting	Beesley will contact Goodwin and invite to board meeting.  <b>Done</b>
2. Grants resolution	Weigand moved to accept grants (seconded	Beesley will file doc.

	by Stovall). Motion carried.	<b>Done</b>
<b>Follow Up</b>		
1. Mortgage End Date	1/1/11	<b>Done</b>
2. CRR ballot measure	Hillis expressed that he has been in contact with a few people residing in Crooked River Ranch who would speak favorably about its partnership with Jefferson County during CRR's upcoming ballot measures.	Stephen will continue
3. Urban Renewal End Date	Covered in Director's Report. No discussion	<b>Done</b>
4. YS librarian delegation	It was noted that this is being addressed satisfactorily.	<b>Done</b>
5. Staff Safety Committee update. Completed tasks	Update is in Director's Report	<b>Done</b>
6. Outreach money expenditures	Beesley recommended that a discussion be had during the next board meeting in order to define what everyone considers to be outreach .	
7. Website promotion & update	Beesley reported that the board-approved library website survey had been successfully uploaded to the main page. Other changes to the library webpage would be forthcoming. There was also a discussion on whether or not the library's mission statement should be placed on the homepage or not. Beesley mentioned that the staff generally liked the idea that a plaque be made of the mission statement to be hung in the lobby area.	
8. Annex usage development	No discussion	
9. Vacation and holiday follow up	Clarification of last month's motion to cap vacation at 20 days/yr. Should some employees be grandfathered? Hillis moved that any employee who has already received extra days off exceeding the 20 day limit should retain their extra days, and was seconded by Stovall. The motion passed, with Weigand voicing opposition.	Beesley will update policy to reflect "grandfathering"
10. Volunteer update	General discussion was had, with Beesley and Goodman voicing their opinions on the relative success in bringing in, training, and retention of volunteers. Hillis suggested that all members of individual volunteer committees be counted in the library volunteer numbers. The discussion then moved as to how the library should show their appreciation to those who volunteer.	<b>Done</b>
11. Live Homework promo	Update is in director's report.	<b>Done</b>
12. Survey Monkey	Beesley related that staff surveys have been sent out to all library employees, many of whom have already filled out their surveys.	Weigand will present results at May meeting

	Public survey is on library website	
13. Mission Statement on Webpage & other locations	Discussion was had on the relative merits of where to place a physical manifestation of the library's new mission statement. Ideas included on the website, a plaque, a framed print, and floor seal.	Beesley will pursue options and report in Director's Report.

<b>Executive Session</b> <b>ORS 192.620</b>	<b>Discussion/Notes</b> There was no action taken	<b>Responsibility/Action</b>
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## NEW BUSINESS

<b>Executive Limitations</b>	<b>Discussion/Notes</b>	<b>Responsibility/Action</b>
1. Monitor: Ex Limitations Policy Treatment of Library Users	Weigand expressed concern expressed to her by members of the community that certain films being shown by the Film Committee were inappropriate. Hillis objected that reviews and ratings are already properly displayed by the Film Committee. Report was accepted.	
<b>Results Policies</b>		
1. Library services to teens	Goodman reported on the Youth department's mission and goals. Goodman discussed what has been completed, and why certain aspects- like shelf-shifting and weeding- have been given priority. Goodman also discussed the next steps for the collection, and new programs that are being developed for all age ranges.	
2. Expanded use of the annex	Postponed to May	
3. Enhance maintenance of buildings	Postponed to May	
4. Warm Springs circ station & contracted services	Postponed to May	
Adjournment	5:04PM	